

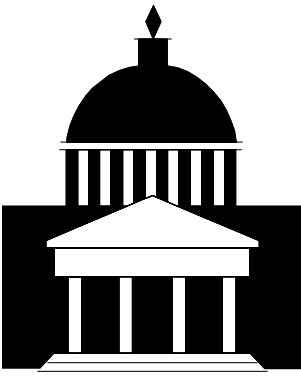
NJCFS Newsletter

OFFICE OF MANAGEMENT AND BUDGET
ACCOUNTING BUREAU

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Issue No. 43

NJCFS ON-LINE DATA RETENTION PERIODS



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A number of NJCFS on-line tables are routinely purged after a specified period of time has elapsed. The oldest data on these tables is removed to conserve storage space and to facilitate quick and efficient on-line access. The purged data is transferred to FOCUS files that can be accessed by FOCUS users as needed. To assist NJCFS users in determining the availability of on-line data, the retention periods of a number of frequently used NJCFS tables are listed below, by Table ID:

ALOG (Approval Log) - All transaction approval records are available on-line for two years.

CPVL (Closed Payment Voucher Table) - Closed payment voucher records written to this table from the Open Payment Voucher Line Table (OPVL) are available for fifteen months.

FLXB/FLB2 (Flexible On-Line Budget Ledger and Alternate View) - Data is available for one year from original transaction date.

FLXG/FLG2 (Flexible On-Line General Ledger and Alternate View) - Data is available for one year from original transaction date.

LDGR/LDG2 (Detail Real-Time Ledger and Alternate View) - Data remains available for six months after original transaction date.

OLGL/OLG2 (On-Line General Ledger and Alternate View) - Data is available for one year from original transaction date.

OPOH/OPOL (Open Purchase Order Header and Line Tables) - Order header and line data is available for three months following the close of an order. Headers and lines of open orders are not purged.

OPVH/OPVL (Open Payment Voucher Header and Line Tables) - Payment voucher header and line data remain on this table for three months after a payment voucher is closed. The data is then moved to the Closed Payment Voucher Line Table (CPVL). Headers and lines of open payment vouchers are not purged.

ORQH/ORQL (Open Requisition Header and Line Tables) - Requisition header and line information for all open requisitions is available on these tables. Data on requisitions that were closed as far back as December, 1995 also continues to be available. These tables currently are not being purged.

SUSF (Suspense File) - All accepted transactions are purged after three days. Transactions marked for deletion are purged daily. Those with Pending or Rejected status are not purged.

VEND/VNAM (Vendor File and Alternate View) - Vendors are purged after eighteen months of inactivity or if coded to be inactive.

VENDOR ADDRESS VERIFICATION

Recently, OMB and other State agencies have received a high volume of checks returned because of incorrect addresses. The United States Postal Service (USPS) uses scanners to verify addresses against its database. If the address does not match the address in the database, the check is returned. Every street address **must** have a street number. Street addresses are not required if the vendor is using a PO Box. Some examples that are no longer acceptable are: Corner of State & Broad, City Hall, Municipal Drive, and Routes 202 & 31.

Agencies must verify any addresses from W-9's, Common Vendor Maintenance Forms, or letters from vendors requesting an address change against the USPS database (www.usps.com) before forwarding them to OMB. After accessing this website, click on "Find a Zip Code" and enter the address, town, and state to verify that the address is correct. If the address is not in the database, contact the vendor to get the proper address. If the address can not be confirmed, then the vendor must contact the USPS to resolve the problem before any additions or modifications can be initiated.

Contact Harry Fisher, Supervisor of Vendor Control, at (609) 292-8124 or Harry.Fisher@treas.state.nj.us with any questions related to vendor addresses.

NEW PER DIEM RATES

The federal government has issued new per diem rates for hotel and meal expenses effective October 1, 2003. These rates apply to the federal fiscal year 2004. The State of New Jersey continues to adhere to the federal rate schedule for all employee travel. Federal per diem rates can be found on the Internet at the following site:

<http://policyworks.gov/perdiem>

This site is updated by the federal government each year; in addition, periodic individual changes are posted throughout the year.

REVISED TRAVEL REGULATIONS

Circular Letter 04-05-OMB, Travel Regulations, was issued in October. These revised travel regulations supersede those contained in Circular Letters 03-07-OMB and 01-08-OMB.

The Travel Regulations now require advance approval by the Director, OMB for travel involving more than 10 individuals from any single agency OR when estimated costs of the travel event exceed \$7,500.00. (Previously, approval was required for travel involving more than 5 individuals, regardless of cost.)

Any questions concerning Circular Letter 04-05-OMB should be addressed to Michael Bell at (609) 292-4826, or via e-mail at Michael.Bell@treas.state.nj.us.

WIRE TRANSFER PROCEDURES

To initiate a wire transfer, agencies must enter either a U1 or A1 document. Every wire payment document must include a check category of "WI" and a scheduled payment date. Bank information including wire date, amount of wire, bank name and American Banking Association (ABA) number, account name and bank account number must be submitted to OMB.

Agencies should not apply final approval. OMB will apply the final level of approval and post the transaction.

OMB should receive all wire payment requests no later than 3:30 the day before the scheduled payment date.

Wire information should be submitted to:

Lynn Hudzina, Accounting Bureau
33 West State Street - 5th Floor Cube 538
PO Box 221
Trenton, NJ 08625
Phone - (609) 984-6401
Fax - (609) 984-5210

FEDERAL GRANTS WEBSITE (www.grants.gov)

The federal government's grants website at www.grants.gov is now equipped to accept grant applications electronically. This feature expands the site from search only capability to search and apply capability. While not all federal agencies have posted application packages, more will be added in the coming months.

Before submitting an on-line grant application package, agencies will need to complete a few steps. Explicit instructions for completing these steps are available on the www.grants.gov website by clicking on 'Get Started.' These steps may take up to a week to complete, so agencies should get started now to complete the registration process!

Additional guidance is available by calling William Maughan at OMB. He can be reached at 609-292-5004.

SPECIAL/CONFIDENTIAL AND PETTY CASH FUNDS

Special/confidential and petty cash funds are established in balance sheet accounts 1010 (special/confidential) and 1009 (petty cash). When any of these funds are closed, agencies should ensure that the cash receipt transaction results in a reduction to the proper balance sheet account.

Please refer to the appropriate Circular Letter (96-10-OMB for special/confidential funds and 96-08-OMB for petty cash funds). Guidance on how to close a bank account can be found in Circular Letter 00-12-OMB.

Questions regarding these funds can be directed to:

Special/Confidential Funds:
John Becza (609) 984-1533

Petty Cash Funds:
John Wu (609) 984-1534

HOLD CHECKS

The "Hold" check feature of the NJCFS provides users with the ability to interrupt the automatic mailing of check payments so that designated checks are held for agency disposition. Hold checks are identified in the system by entering the appropriate two-digit numerical code in the Check Category field on the payment transaction. Consult the online Check Category table (CCAT) for a listing of all valid check category codes.

Since the Hold check process is a costly manual process and also creates internal control issues for the agencies, its use should be restricted to those situations that have a valid justification. Examples of payments that legitimately require the use of the Hold feature include those: to foreign vendors when additional postage is necessary; to vendors when additional documentation must be attached to the check and cannot be mailed under a separate cover; for real estate closings when the check must be presented in person; and for employee travel advances when timing of travel events does not permit the routine mailing of checks. The Hold feature should never be used for employee travel expense reimbursements or for any other payment situation when the standard automated disbursement process is adequate.

OMB will continue to monitor the use of Hold checks.



WARNING MESSAGES AND OVER-RIDEABLE ERRORS

Users are reminded of the importance of warning messages and over-rideable errors as they process transactions in the NJCFS. Confusion results when users are not familiar with these two types of edit messages on transactions.

Warning messages can be an indication of a possible problem with a transaction that warrants additional review by the user. A warning could also indicate that data was inferred by the transaction processor logic based on how other fields were keyed. All warning message error codes end with a 'W'.

An example of a possible problem is when the warning message "**\$566W-RECORD ALREADY ON OVH**" appears. In this case, the agency should review the transaction to make sure that it is not a duplicate payment. An example of an inference that results in a warning message is when an Automated Clearinghouse (ACH) vendor is entered on a payment voucher without the corresponding "AM" Check Category. The warning message "**NJY0W-CHECK CAT DEFAULT=AM ON ACH**" alerts the end user that an electronic ACH payment will be generated in place of a check.

Over-rideable error messages indicate that an error has occurred during transaction processing that can be over-ridden by specific OMB personnel if appropriate justification is provided. Over-riding an error message is completed on an exception basis by the Accounting Bureau and is not routinely performed. Consult the subject area experts in the Accounting Bureau if you believe action should be taken on an over-rideable error. All over-rideable error message codes end with an 'O'.

An example of an over-rideable error occurs when the dollar amount of agency requested travel authorizations for an event exceeds \$7,500. In this case, the error message "**NJ2ZO-TOTAL AMOUNT > MAX PER EVENT**" results. The Accounting Bureau's subject area expert in Travel, Michael Bell, should be contacted when this particular over-rideable error occurs. Michael can be reached at (609) 292-4826 or Michael.Bell@treas.state.nj.us



Please join the OMB Accounting Bureau in welcoming three new employees.

Charlene Mello recently joined the Cash Management Unit under the Supervision of Ron Tani. Charlene, who has a BA in Marketing and is pursuing her Masters degree, was most recently an Investigator with the Division of Taxation. Her Cash Management responsibilities focus on the development and issuance of banking service competitive bids and supporting the State's banking relationships. Charlene also assists with OMB's Bank Report Card Program. Charlene's phone number is (609) 292-8172.

Gina Francione, a recent graduate of The College of New Jersey and also a former employee of Taxation, joined the staff of the Accounting Operations unit. She is working with agencies to process requests to establish Appropriations, Estimated Receipts, and Appropriation Transfers, as well as analyzing Department and General Provision Language in the Appropriations Act and adjusting Appropriations to reflect Legislation and Directory Letter requests. Her talents and enthusiasm make a welcomed addition! Gina can be reached at (609) 984-9308.

Another recent addition is Kathleen Giralddi, the manager's new secretary. Kathleen came to OMB also from the Division of Taxation, where she had worked since joining State service in 1995. Her pleasant voice can be heard by calling (609) 292-1423. Of course, if Manager Leslie Notor isn't available, Kathleen's voice also can be heard by calling Leslie's line (609) 292-5040. Welcome, Charlene, Gina, and Kathleen!

QUESTION AND ANSWER



Q. An employee in my agency is scheduled to travel to an event. The travel date is January 28 and the event runs from January 29 through February 3, 2004. Why does the NJCFs event code begin with “A5” and not “A4” or “B1”?

A. When establishing event codes on the NJCFs EVNT table, OMB uses the actual beginning date of the event, not the date on which the employee will travel or the date(s) for which the employee is registered. This is in keeping with the OMB policy of allowing only one event code per event.

For example, if the Association of Government Accountants Conference is to be held on January 29 – February 3, 2004, and the employee will travel to the event on January 28, the first two letters of the event code will be A5, representing A for the first month (January) and 5 for the fifth week (the event begins on the 29th).

In those instances where the employee will attend the latter portion of an event, the same rule applies. For example, even if the employee will attend only the auditing workshop of the Association of Government Accountants Conference, with the workshop being held on February 2, the event code would still begin with A5.

Additional questions regarding travel event codes should be referred to Michael Bell at (609) 292-4826.